

**COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH
ADULT SYSTEM OF CARE
AMERICAN INDIAN COUNSELING CENTER**

**TRANSFER OPPORTUNITY
INTERMEDIATE TYPIST CLERK**

The American Indian Counseling Center is seeking a highly qualified individual to fulfill the responsibilities of an Intermediate Typist Clerk (ITC). This position reports directly to the Mental Health Clinical Program Head and will work closely with the clinics clinicians. The person selected for this position will be located at the Cerritos office.

Candidates should possess qualities such as:

- Good attendance
- Excellent oral and written communication
- Ability to work effectively in a team setting or independently
- Interpersonal skills, and self motivation
- Flexibility
- Adaptability
- Ability to prioritize assignments and meet deadlines
- Good working knowledge of computer software (e.g. Excel, Microsoft Word, and Outlook) is a plus

Desirable Qualifications:

- Personal or lived experience in the Native American Indian Community
- Knowledge of Native American Indian community resources and organizations in L.A. County

Interested applicants who are currently holding the payroll title of ITC may submit their resume, last two (2) performance evaluations, and last two (2) years of master time cards to:

Gloria Sheppard, Mental Health Clinical Program Head

17707 Studebaker Rd. #208, Cerritos, CA 90703

Fax: (562) 467-7478

E-mail: gsheppard@dmh.lacounty.gov

All materials submitted by employee will be evaluated. The most qualified employees will be contacted for an interview. The interview process will be used to determine the final selection. Before extending an offer to candidates, the offer must first be cleared by the Personnel Section.